



## AGENDA

### ANNUAL PARISH COUNCIL MEETING

On Wednesday 1<sup>st</sup> May 2024 at 07:00pm

**Council members are hereby summoned to attend the Annual Meeting of the Parish Council to be held at the Methodist Chapel, Gynwell, Naseby**

Please inform the Clerk of your apologies if you are unable to attend.

Email: [clerk.nasebypc@outlook.com](mailto:clerk.nasebypc@outlook.com)

Signed: .....*Flavell*.....Proper Officer/Clerk

**Public Participation:** In accordance with Standing Order 3(e)(f) members of the public and press are invited to address Council about any matter relating to the business to be transacted during the public forum. A total period not exceeding 15 minutes will be set aside for this purpose with a 3-minute period given to each person in attendance.

## AGENDA

### ANNUAL MEETING

#### 24/240 ELECTION OF CHAIRMAN

RESOLVE to elect a Chairman for the 2024-25 year.

#### 24/241 ELECTION OF VICE CHAIRMAN

RESOLVE to elect a Vice Chairman for the 2024-25 year.

#### 24/242 APOLOGIES

To receive and accept apologies and reason for absence.

#### 24/243 DECLARATION OF INTERESTS

- To receive declarations of any Disclosable Pecuniary or Other Interest.
- To receive dispensations or written requests for dispensation of DPI.

#### 24/244 MINUTES

RESOLVE to approve the Ordinary Meeting Minutes of the 4<sup>th</sup> of April 2024.

#### 24/245 APPOINTMENT OF INTERNAL CONTROLLER

RESOLVE to appoint an Internal Control Councillor for the 2024-25 year.

#### 24/246 APPOINTMENT OF REPRESENTATIVES

**RESOLVE to re-appointment council members to the following roles:**

- Footpath and Tree Warden – Cllr Collins
- Village Hall Committee Representative – Cllr Collins
- Mowing Warden – Cllr Hall
- Highways and Road Safety Officer – Clerk
- Street Lighting Warden – Clerk
- Neighbourhood Watch & Police Liaison Representative – Cllr Brodala
- Speed Display Sign Co-ordinator – Cllr Davies

<ul style="list-style-type: none"> <li>▪ CCTV Data Controllers – Clerk and Cllr Collins</li> <li>▪ Welcome Pack Co-ordinator – Cllr Anderson</li> <li>▪ Grants Officer – Cllr Reedman</li> <li>▪ Information Officer – The Clerk</li> <li>▪ Play Area Inspection Officers – Cllr Reedman, Cllr Collins, Cllr Hall, Cllr Brodala, Cllr Rodi.</li> </ul>	
<b>24/247</b>	<b>APPOINTMENTS TO WORKING GROUPS</b>
RESOLVE to approve the members of the Finance Working Group as: <ul style="list-style-type: none"> <li>▪ Cllr Reedman</li> <li>▪ Cllr Davies</li> <li>▪ Cllr Brodala</li> <li>▪ Parish Clerk – Josie Flavell</li> </ul>	
<b>24/248</b>	<b>BANK SIGNATORIES/MANDATE</b>
RESOLVE to consider any changes to the current bank mandate and approve the banking forms (if required) for the new municipal year.	
<b>24/249</b>	<b>REVIEW OF MEMBERS INTERESTS</b>
To consider any changes and agree to amend the Register of Interests.	
<b>24/250</b>	<b>APPROVE COUNCIL GOVERNANCE</b>
a) RESOLVE to re-adopt the Standing Orders. b) RESOLVE to re-adopt the Financial Regulations	
<b>24/251</b>	<b>APPROVE COUNCIL POLICIES</b>
a) RESOLVE to re-adopt the current Asset Register. b) RESOLVE to re-adopt all current policies and procedures. c) RESOLVE to re-adopt all Risk Assessments as follows: <ul style="list-style-type: none"> <li>- Covid-19 RA</li> <li>- General and Management RA</li> <li>- Financial RA</li> </ul>	

<b>ORDINARY MEETING</b>		
<b>24/252</b>	<b>PUBLIC PARTICIPATION (OPEN MEETING)</b>	
To hear any Parishioner issues/views		
<b>GENERAL MATTERS</b>		
24/253	<u>Internal Audit Report</u> a) To receive the Internal Audit report for year-ending 31 <sup>st</sup> March 2024. b) To NOTE any actions.	ALL
24/253	<u>SECTION 01 – Annual Governance and Accountability Return 31<sup>st</sup> March 2024</u> RESOLVE to the Chairman and Clerk/RFO authorising Section 01 Governance Statement of the AGAR for year ending 31 <sup>st</sup> March 2024, as circulated to council prior to the meeting.	ALL
24/254	<u>SECTION 02 – Annual Governance and Accountability Return 31<sup>st</sup> March 2024</u> RESOLVE to the Chairman and Clerk/RFO authorising Section 02 Accounting Statement of the AGAR for year ending 31 <sup>st</sup> March 2024, as circulated to council prior to the meeting.	ALL
24/255	<u>Annual Insurance Policy Renewal</u> To consider and RESOLVE to approve one of the insurance quotes as circulated prior to the meeting.	ALL

<b>GENERAL MATTERS</b>		
24/256	<u>NSA Grant Application</u> RESOLVE to consider and approve the grant application received from Naseby School NSA for funding towards hall hire fees for extracurricular activities.	ALL
24/257	<u>West Northants Local Plan Consultation</u> To NOTE the deadline for consultation responses is 2 <sup>nd</sup> of June 2024.	ALL
24/258	<u>Neighbourhood Development Plan</u> To NOTE the village walk-round meeting with AECOM took place on the 23 <sup>rd</sup> of April, as a part of the Design Code work.	ALL
24/259	<u>Outdoor Gym</u> To consider alternative proposals.	DB
24/260	<u>Play Area Maintenance</u> To NOTE the outcome of the site meeting of the 12th of April and agree actions.	PR
24/261	<u>Knight's Hill Damaged Streetlight</u> To consider and approve the revised draft letter to residents concerning the installation of one new streetlight at the High Street junction, to replace the 2 heritage style streetlights, including the de-adoption of the streetlight at the end of the Knight's Hill cul-de-sac.	PR
24/262	<u>Market/Whipping Cross</u> To consider and approve the draft press release concerning the failure of the recently laid stone and lack of response to letters to the stone supplier.	PR
24/263	<u>Annual Parish Meeting Report</u> To receive and consider comments raised by residents at the Annual Parish meeting.	PR
24/264	<u>D-Day – 80 Years On!</u> To consider and RESOLVE to purchase 10 streetlight signs to commemorate the occasion on the 4 <sup>th</sup> of June, at a cost of £49.90 inc. delivery.	PR/JF
24/265	<u>Employment Law Changes</u> a) To NOTE the changes to several employment laws as per the information circulated prior to the meeting and the affect to the Clerk's employment terms and conditions. b) Resolve to the Clerk requesting to have her holiday pay added to her monthly salary at a rate of 12.07% pursuant to information circulated.	JF
24/266	<u>War Memorial Damage</u> To consider a report concerning damage to the war memorial and decide a course of action.	JF
24/267	<u>Local Plan Regulation 18 – Rail Link</u> To consider and agree to support the BRTA Voluntary Transport organisation with their plight to get the rail links re-opened between Northampton and Bedford, including Market Harborough via the Local Plan consultation.	ALL
<b>PLANNING</b>		
24/268	<u>WND/2024/1572/FULL Planning Application – Land off Thornby Road, Naseby</u> To retrospectively approve the objection response letter submitted between meetings.	ALL
24/269	<u>WND/2024/1764/FULL Planning Application –The Old Post House, 56 Schoo Lane</u> To consider the proposal to change the converted garage unit from holiday let use to full residential use including parking.	ALL

<b>PLANNING</b>		
24/270	<u>WND/2023/7137/FULL Planning Application – Fitzgerald Arms, Church Street</u> To reconsider the proposal to convert the public house to a single residential unit.	ALL
24/271	<u>WND/2023/8008/FULL Planning Application – Land Adjacent to Royal Oak, Church Street</u> Demolition of stable building and erection of a single dwelling. To NOTE the following: a) Policy Note dated 26 <sup>th</sup> March states development would be against the Daventry Local Plan Policy. b) Landscape Noted dated 24 <sup>th</sup> April states development will be very visible and queries claims of biodiversity net gain and hedgerow net gain. c) Appeal – this was submitted for non-determination of the application on the 1 <sup>st</sup> of April, one day after the WNC target date for determination.	ALL

**24/272 ACCOUNTS**

Accounts for Payment – Current Account  
RESOLVE to approve all payments being made via BACS, Standing Order and Direct Debit, as set out in the table below.

Ref.	Payee	Description	Amount
<b>ONLINE PAYMENTS VIA BACS TRANSFER &amp; CHEQUE</b>			
S/O	Josie Flavell	Clerk's May Salary and home working allowance (Salary £500.20 – Allowance £37.50)	£537.70
BACS	Josie Flavell	Reimbursement for payment of monthly mobile phone fee (Vodafone May)	£25.00
BACS	HMRC	May Tax 2024	£125.00
BACS	On Demand (Ominprint)	Production of Annual Parish Meeting documents. Inv. TBC	£TBC
BACS	Naseby Methodist Church	Hall hire fees – Council meeting May	£18.00
BACS	Naseby Methodist Church	Hall hire fees – NHP Meeting	£18.00
BACS	All Saints Church	Hall hire fee - Annual Parish Meeting	£45.00
BACS	Thompson Ground Care	Grass cutting fee March – Inv. 0717	£587.28
BACS	Northants CALC	Annual Membership and Internal Audit Fees – Inv. 3694	£761.58
BACS	Paul Reedman	Annual Parish meeting expenses (refreshments)	£27.81
<b>Direct Debit Payments</b>			
D/D	Opus Energy Ltd	Street lighting unmetered supply – Inv. 75251606 (Mar-April)	£86.08
D/D	Opus Energy Ltd	Street lighting unmetered supply – Inv. 75158266 (Feb-Mar)	£89.82

24/273	<b>INCOME</b> To NOTE all income.			
	<b>Date</b>	<b>Account</b>	<b>Income Received</b>	<b>Amount</b>
	28/03/24	Business Reserve A/C	Bank Interest - March	£45.44
	26/04/24		West Northants Council 1 <sup>st</sup> Half Precept 2024/25	£16,462.50

24/274	<p><b>Balance of Accounts</b> To NOTE all balances.</p> <p><b>Balance as at 25<sup>th</sup> April 2024</b></p> <p>a). Current Account                      £54,467.43</p> <p>b). Business Reserve Account              £0.00</p>	<p><b>Earmarked Reserves:</b></p> <p>To NOTE all reserves.</p> <p>General reserve                              £47,217.00</p> <p>Whipping Cross                              £3,750</p> <p>Play Area                                      £1,000</p> <p>Add. Street Lighting                      £800.00</p> <p>2025 Elections                              £700.00</p> <p>Gym Equipment                              £1,000</p> <p><b>TOTAL</b>                                      <b>£54,467.00</b></p>
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**COUNCILLORS AREAS OF INTEREST**

24/275	HIGHWAYS	JF
24/276	STREET LIGHTING	JF/PR
24/277	POLICE & FIRE LIASON	DB
24/278	VILLAGE HALL COMMITTEE	AC
24/279	CCTV	JF/AC
24/280	PLAY AREA	ALL
24/281	MOWING WARDEN	DH
24/282	TREES AND FOOTPATHS	AC
24/283	DEFIBRILLATOR	PR/JF
24/284	WELCOME BOOKLET	MA
24/285	WIND FARM COMMUNITY FUND	PR

**CIRCULATIONS TO NOTE**

24/286	<p>To NOTE all circulation as follows:</p> <ul style="list-style-type: none"> <li>▪ NCALC Emails</li> <li>▪ West Northants Council communications</li> <li>▪ BRTA Voluntary Transport Email – rail link information</li> <li>▪ Internal Audit Emails/Report</li> </ul>
24/287	<b>ITEMS FOR THE NEXT AGENDA</b>